KINGSTON COLLEGE CORPORATION

Minutes Corporation Meeting

(All resolutions passed were the unanimous decision of the Governors present unless otherwise stated)

Meeting Title	Corporation	
Date	26 June 2014	
Members	Dr. J. Brumwell Chair Mr. J. Azah Ms C. Bartlett Mrs. A. Bell Dr. J. Farmer Mr. D. Cheema Mr S. Jafar * Mrs S. Lowe Dr. D. Mackintosh Mr. P. Mayhew-Smith	Cllr. S. Mirza * Mr H. Najib * Mr. J. Perry Vice Chair Mr. S. Sharma * Ms. S. Singh Mrs. J. Wackett Mr. G. Willett Mr. P. Yiannakou
In Attendance	Mr. P.C. Gray - Emeritus Governor Mr. D. Spratling - Emeritus Governor Mr R. Greenaway - Deputy Principal Mrs H Meredith - Clerk to the Corporation	*indicates absent

Key Meeting Outcomes	
1. 1.1	**APOLOGIES** Mr Jafar, Cllr Mirza and Mr Najib were absent from the meeting. Apologies were received from Mr Sharma. Apologies were also received from Mr Ash (Emeritus Governor) and the Vice-Principal (HoC) who normally attend Corporation meetings.
2. 2.1	**DECLARATION OF INTEREST** Mr Willett made a declaration of interest in relation to the North Kingston Free School (The Kingston Academy) that he is Director for Education Services at Achieving for Children, Kingston and Richmond and is a Trustee of the Kingston Educational Trust. Other members confirmed that they did not have any new pecuniary or other interest in any item on the agenda other than interests which have previously been declared that Dr Farmer and Mr Perry hold unpaid directorships of KCTC Ltd and Dr Farmer, Dr Brumwell, Mr Mayhew-Smith and Mr Perry hold unpaid directorships of KSEP.
3. 3.1 3.2	**MINUTES OF MEETINGS OF 27th MARCH AND 3 APRIL 2014 AND MATTERS ARISING** <u>Accuracy</u>. The minutes were accepted as an accurate record and signed by the chairman <u>Matters arising</u> Members received and reviewed the Action Log of matters arising noted the updates.

4. 4.1 4.2	**ELECTION OF CHAIR AND VICE-CHAIR OF CORPORATION FOR 2014-15** The Clerk confirmed receipt of nominations in advance nominating Dr Brumwell as Chair and Mr Perry as Vice Chairman. Dr Brumwell was elected unanimously as Chairman and Mr Perry was elected unanimously as Vice-Chairman for 2014-2015 with effect from 1 September 2014.
5. 5.1	**TEACHING LEARNING AND ASSESSMENT** **STUDENT VIEWS-** The student governors were not present at the meeting. The minutes of the Quality, Learning and Standards Committee reported on Learner Voice Feedback.
5.2 5.2.1	**GOVERNANCE DASHBOARD;QUALITY MONITORING AND PROGRESS (QMAP)** ***Appdx A*** The Performance Monitoring Dashboard was presented by the Principal in the absence of the Vice-Principal (HoC). The Dashboard will be updated and sent to governors approximately monthly. Areas of underperformance highlighted by the QMAP were reviewed in detail by the Quality, Learning and Standards Committee which used the data to interrogate underperformance. Governors confirmed that they found this a useful tool for accessing the data quickly. In response to questions about blank entries relating to apprenticeship provision the Deputy Principal confirmed that this was due to Apprenticeships running over a number of years.
5.2.2	Governors received and noted the exemplar Governance Dashboard circulated by the FE Commissioner (with his letter of 13th June) and were satisfied that they are already receiving the suggested data and have the opportunity to review this monthly.
5.2.3	The Principal thanked the Deputy Principal and the Director of Quality, Learning and Academic Standards for developing the QMAP.
5.2.4	It was **resolved** to adopt the Governance Dashboard.
5.3 5.3.1	**OFSTED FE and Skills Governors' Data Dashboard** ***Appdx B*** Governors noted the report on this data which had been presented to the Quality, Learning and Standards Committee. Governors noted the guidance that governors should use this data (and the QMAP) to generate key questions to support and challenge the College leadership team.
5.4 5.4.1	**REPORT FROM QUALITY, LEARNING AND STANDARDS COMMITTEE** ***Appdx C*** The Chair of the Committee moved the adoption of the minutes of the Quality, Learning and Standards Committee meeting of 5 June 2014.
5.4.2	Accuracy of Minutes The Minutes were accepted as an accurate record. The meeting had discussed the HE QAA Review Action Plan, Apprenticeship Provision, QMAP Dashboard, Curriculum Structure, Learner Voice Feedback, SAR process, Employer Engagement and Link Governor reports.
5.4.3	The Chair drew attention to the challenge and scrutiny by the committee about A level provision resulting in management assurances that the proposed College restructuring (to merge the A level and Access School with the Foundation and Intermediate Learning School into a new Sixth Form School) would solve the problem and increase the rate of progress.
5.4.4	Governor input was requested into advising the College how employers perceive HNCs, HNDs and similar HE qualifications and how the College can help employers to understand how to use these as a benefit for their staff.

5.4.5	It was **resolved** to approve the recommendations made in the minutes.
5.4.6	It was **resolved** to adopt the minutes.
5.5	**APPRENTICESHIP PROVISION UPDATE** ***Appdx D***
5.5.1	The Principal presented the paper on 2012-13 Apprenticeship Provision which was reviewed by the Quality, Learning and Standards Committee and set out the College response to the SFA Notice of Concern in relation to some Apprenticeship provision. The Principal also presented updated data on forecast Success Rates for Apprenticeship Provision indicating the forecast 18% increase to 77% predicted overall success rates which will bring these in line with National Average. The Principal reported from a recent meeting that the SFA were satisfied with progress to be reviewed again in the autumn, with the hope that the Notice of Concern will be lifted during the winter 2014-15.
5.5.2	In response to questions from governors the Principal confirmed that the College is disseminating best practice from Engineering apprenticeship provision including re-designing programmes to frontload the English, Maths and IT elements and to increase employer sign-up. Governors also asked about the forecast dip in success rates in Engineering from the 2012-13 success rate of 93 % to a forecast rate of 81.5 %. The Principal explained that this was due to a combination of over–cautious forecasting and changes from employers.
5.5.3	Governors asked in future for the size of cohort to be added to the Apprenticeship Data (Appdx D).
5.4	**LINK GOVERNOR REPORTS** ***Appdx E*** Governors received a report following a Link Governor visit this term.
6.	**PRINCIPAL'S REPORTS** ***Appdx F Annex 1 & 2*** Members noted the report from the Principal highlighting key activity including:
6.1.1	**KSEP Board Meeting of 6 June** Members received and noted the minutes of the KSEP Board Meeting of 6 June.
6.1.2	**Federation and KSEP update** The Principal reported on good progress made by the Federation in helping the College to deal with the funding pressures on the sector. A team from BIS / SFA will be visiting the college on Friday 4 July and would like to meet some governors to review how the Federation has improved the college's effectiveness.
6.1.3	The Principal reported on increased pension costs next year and the consequential need to manage pay costs very carefully. Governors discussed the content of a letter to governors from the FE Commissioner in the light of continuing funding cuts and governors noted that as a result of shared services and Institutional Reviews the College is continuing to break even, despite many other colleges setting deficit budgets. Governors asked about the guidance in the FE Commissioner's letter about pay costs as a percentage of income. The Principal confirmed that this remains high, at about 70%, but that this has been reduced by several percentage points. The Principal reported that service level agreements have been put in place for the services which the colleges purchase from KSEP.
6.1.4	Governors discussed that any expansion of the Federation needs to keep as its priority maintenance of excellence in Teaching and Learning. At the October conference there will be

	opportunity for a wider discussion with governors from Carshalton.
6.1.5	It was **resolved** to endorse this on-going work.
6.2	**Institutional Review** ***Appdx F Annex 3***
6.2.1	The proposals, feedback responses and outcomes from the consultation process were presented by the Principal and discussed. The Principal reported on the proposed changes in structure to reduce from 11 to 8 schools and changes planned for curriculum delivery in some cases reducing unaffordable and unsustainable areas of over–delivery. The Principal reported that the union has asked for an extension of time to put forward some alternative proposals in relation to proposals to out-source Security.
6.2.2	In response to questions about AAT Accountancy provision the hope is for redeployment of the staff so that in future the provision could be resumed if needed.
6.2.3	The Principal reported that ideas and feedback from staff and unions are being used to inform the decision making process.
6.3	**North Kingston Free School**
6.3.1	The Principal presented a progress report on the Free School in North Kingston which is on track to open in September 2015 and will be called 'The Kingston Academy.' The Principal reported on difficulties posed by the process applied by the EFA and DfE not being sufficiently flexible nor responsive enough to assist the progress of the building.
6.3.2	Mr Willett thanked the College and the University for participating in this project both in his capacity as Director for Education Services at Achieving for Children, Kingston and Richmond and as a Trustee of the Kingston Educational Trust.
6.3.3	It was **resolved**: to note these reports and support the ongoing project.
6.4	**College Calendar** It was **resolved** to agree the College Calendar for 2014/15.
7.	**FINANCE REPORT -BUDGET AND FINANCIAL FORECAST** ***Appdx G***
7.1	The Deputy Principal presented the budget for 2014/15 and the two-year forecast which had been reviewed in detail and recommended for approval by the Finance, Planning and Resources committee. Governors noted the contingency allocations included in the budget for identified risks, in particular the continuing shift from public funding to fee income or loans.
7.2	Governors reviewed the proposed staffing costs as a percentage of income noting that if the College achieves its income targets staff costs will reduce to 69.5% of income (dropping by 7% from 12-13) . In response to a question from a governor the Deputy Principal agreed to provide benchmarking on inner M25 college costs for comparison to the next meeting of the Finance, Planning and Resources Committee.
7.3	The Financial Health assessment in the two year plan is 'Good' moving to 'Outstanding' in subsequent years.
7.4	It was **resolved** to approve the Revenue and Capital Budget for 2014-15 and the Two-year Financial forecast to 2014-15.

8.	**REPORTS FROM COMMITTEES.**
8.1	**FINANCE, PLANNING AND RESOURCES COMMITTEE** ***Appdx H and I***
8.1.1	Dr Brumwell moved the adoption of the minutes of the Finance, Planning and Resources Committee meetings of 8 May and 10 June 2014. Members noted that committee continues to meet monthly.
8.1.2	Accuracy of Minutes The Minutes were accepted as an accurate record.
8.1.3	The following recommendations were discussed and ***agreed***: Management Accounts to April 2014. The recommendation to accept the Management Accounts to April 2014 was unanimously ***approved.*** Budget 2014-15. After discussion the revenue draft budget for 2014-2015 and the capital budget were unanimously ***approved***. 2 Yr Financial Forecast to 2015-2016. After discussion the two year forecast to 2015-2016 was unanimously ***approved***.
8.1.4	Accommodation Developments and Capital Plan Update The Principal presented the update report and governors noted that the budget plan is to spend £6m next year on upgrading College buildings. Discussions about Rent at Anstee House are ongoing. The Richmond Road project will be completed in the next year with the topping out ceremony in September and the Official opening event March 2015. Regeneration discussions are taking place involving the College and developers.
8.1.5	Summer building projects include work at the Kingston Hall Road site to bring the LLDD provision back from North Kingston and for the students to run businesses at the college (laundry, cafes and a florist shop).
8.1.6	It was **resolved**: to note the Report.
8.1.7	It was **resolved**: to agree the Student Support Funds Policy for 2014-15.
8.1.8	It was **resolved**: to adopt the minutes.
8.2	**AUDIT COMMITEE** ***Appdx K***
8.2.1	Mrs Bell moved the adoption of the minutes of the Audit Committee meeting of 5 June 2014
8.2.2	Accuracy of Minutes The Minutes were accepted as an accurate record.
8.2.3	Mrs Bell reported that the Committee received assurance that the College was taking appropriate action to respond to the SFA Notice of Concern about apprenticeships and to implement the action plan in relation to this.
8.2.4	It was **resolved** to approve the following recommendations: 1) To approve the Internal Audit Strategy; 2) To approve the Financial Statements Audit Planning Memorandum; 3) To approve the Board Assurance and Risk Management Policy; 4) To approve the updated Risk Register as scrutinised by the Audit Committee; 5) To approve the proposal to create a Kingston and Carshalton Colleges Federation Audit Committee with joint membership from both Audit Committees and to approve the proposed Terms of Reference for this.

	6) The members to go forward to this committee from Kingston Corporation are Mrs Bell, Mrs Bartlett and Mrs Milton (Co-opted Member)
8.2.5	It was **resolved**: to adopt the minutes.
9.	**BOARD ASSURANCE FRAMEWORK -**See Item 8.2.4 above ***Appdx L***
10.	**GOVERNANCE**
10.1	**Governance Self-Assessment Checklist** ***Appdx Q*** Governors were asked to complete and return the Governance Self-Assessment Checklist to the Clerk by 31st August for preparation of the College SAR on governance.
10.2	Governors ***agreed*** to delegate to the Principal, Chairman and Clerk the responsibility for preparing the SAR on governance.
10.3.	Governors ***agreed*** the calendar of meetings and noted that a joint Governors' Conference is to take place on Thursday 9th October 2014 at Carshalton College starting at 4:00pm.
10.4	**Governing Body and Committee Membership** Governors received and noted the updated list of Committee Memberships. Membership of the Audit Committee needed to be updated to reflect Item 8.2.4 above. It was **resolved**: to appoint Mr Azah as a member of the Special Committee and Mr Cheema as a member of the Search Committee and for the Quality, Learning and Standards Committee to review Link Governor roles from September once the new structure of Schools has been agreed.

Action points		**Responsible**	**Deadline**	**Signed off**
1	Governors to give advice on how employers perceive HNCs, HNDs and similar HE qualifications and how the College can help employers to understand how to use these for their staff.	All Governors	Autumn 2014	
2	Size of cohort to be added to the Apprenticeship Data (Overall & Timely Success Rates WBL)	VP(HoC)	Dec 2014	
3	Governor volunteers requested for visit to college by BIS / SFA on Friday 4 July	JB/ JP/JF		
4	Self Assessment Questionnaire Governors to complete this	Governors	31 Aug 14	
5	QLS to review Link Governor roles from September once the new structure of Schools has been agreed	QLS	November 14 meeting	

Date of Next Meeting	The next meeting of the Corporation will the Governors Conference **at Carshalton College** on 9th October at **4:00pm followed by dinner** The Chair of the Corporation encouraged all governors to attend as many Governing Body meetings as possible. The meeting closed at 7:20 pm. **H M Meredith,** Clerk to the Committee Signed: …….....Date:……